

NOTICE OF ASSETS

This event should only be used when assets are found in a case that is designated as NO ASSET. This event triggers a BNC notice to all creditors which provides a bar date for filing claims. In ASSET cases and cases that convert from Chapter 11 to Chapter 7, the bar date for filing claims is provided in the Notice Appointing Trustee and Scheduling 341 Meeting. Using this event in an ASSET case will generate conflicting bar dates.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice of Assets** from drop down list; click [NEXT]
- STEP 5** **Select the Party** screen displays. Highlight your name; click [NEXT]
- STEP 6** Click [NEXT] to skip the screen “The following attorney/party associations do not exist for this case. Please check which associations should be created for this case”. **Do not place a check mark in the box**
- STEP 7** Upload PDF file; click [NEXT]
- STEP 8** The Proof of Claim deadline will automatically set for 90 days; click [NEXT]
- STEP 9** Confirm case name and number; click [NEXT]
- STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]



*TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Notice of Assets & Request for Notice to Creditors Filed by Trustee1 Trenton
Notice of Asset - Proof of Claim Deadline is 1/22/2003. Proofs of Claim due
by 1/22/2003. (Trenton, Trustee1)**

STEP 11 **Notice of Electronic Filing** displays